



CITY OF HOUSTON

Job Posting

1	Applications accepted	ALL PERSONS INTERESTED
2	Job Classification	MANAGEMENT ANALYST III
3	Posting Number	PN# 103797
4	Department	Health & Human Services Department
5	Division	Office of Surveillance and Public Health Preparedness
6	Section	Environmental Public Health Tracking Network Program
7		8000 North Stadium Drive
8	Reporting Location	M - F, 8 a.m. - 5 p.m.*
	Workdays & Hours	*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**
Develops, organizes, implements, monitors and controls specific operating and financial activities. Serves as the primary liaison to assigned departments, agencies and organizations to effectively coordinate financial operating and management policies, procedures and systems.

CORE FUNCTIONS

- Monitors grant budgets by verifying budget line items for expenditure usage.
- Determining transferable funds in accounts and preparing reports for funding status.
- Maintains, monitors and prepares monthly projections and analyzes daily budget activity and department objectives.
- Develops, organizes, implements, and control specific operating and financial activities.

10 **WORKING CONDITIONS**
The position is physically comfortable; the individual has discretion about walking, standing, etc.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**
Requires a Bachelor's degree in Public Administration, Business Administration, Finance or a field directly related to the job.

12 **MINIMUM EXPERIENCE REQUIREMENTS**
Four years of professional experience in accounting, budget analysis, finance, public administration or a field directly related to the job are required.

13 **MINIMUM LICENSE REQUIREMENTS** None

14 **PREFERENCES**
Strong computer skills working in networked windows environment with good working knowledge of spreadsheet, database and presentation applications.

15 **SELECTION/SKILLS TESTS REQUIRED** None

16 **SAFETY IMPACT POSITION** ☐Yes ☒No
This position is not subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION** **GRANT FUNDED POSITION**
This position is dependent upon continued available funds. If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:
Salary Range - Pay Grade 21
\$1,211- \$1,660 Biweekly \$31,486 - \$43,160 Annually

18 **OPENING DATE** March 30, 2005

19 **CLOSING DATE** April 12, 2005

20 **APPLICATION PROCEDURES**
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD Phone Number (713) 837-9496.

An equal opportunity employer